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Bulletin No. 15 - 26

P-2282

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P-2282    Reach Ahead Reviews

A. If Reach Ahead participant is receiving both Reach Ahead and 3SVT

1. If participant is automatically enrolled by ACCESS, ACCESS will set the first review date to align with the 3SVT review date. The review date in ACCESS may be set out as far as 12 months. The six month Reach Ahead review will be processed using an Interim Report (IR)
2. If participant is manually enrolled into Reach Ahead, the BPS should set the first review date to align with the 3SVT review date. The review date in ACCESS may be set out as far as 12 months. The six month Reach Ahead review will be processed using an Interim Report (IR)
3. Processing the IR
  - a. If IR is returned without income verification:
    - i. Request income/work hours verification for the 30 days prior to the receipt of the IR
    - ii. If income verification is returned at any time within the IR month, **or** the month following the IR month, complete review or (if applicable) reinstate Reach Ahead
  - b. If income verification is returned without IR, complete Reach Ahead review. IR is not needed.
  - c. If income verification is not returned by the requested date, close Reach Ahead for Non-Coop.
  - d. If two parent household, check case for DISA panel in ACCESS:
    - i. If DISA is for a permanent disability (determined by Social Security), no action is necessary
    - ii. If DISA is for a temporary disability, change the review date to align with the next Reach Ahead review date six months out in ACCESS.
4. Processing the review (at 12 months) with an application (202) or Reach Ahead Review/Enrollment Form (600)
  - a. If 202/600 Is returned without income verification
    - i. Request income/work hours verification for the 30 days prior to the receipt of the 202/600
    - ii. If income verification is returned at any time within the review month, **or** the month following the review month, complete review or (if applicable) reinstate Reach Ahead

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- b. If income verification is returned without 202/600, complete Reach Ahead review and update review date in ACCESS. 202/600 is not needed. If 3SquaresVT is also complete, align review dates. If 3SquaresVT is not complete, set RA review date out six months.
- c. If income verification is not returned by the requested date, ACCESS will automatically close RA if review date is not updated
- d. If two parent household, check case for DISA panel in ACCESS:
  - i. If DISA is for a permanent disability (determined by Social Security), no action is necessary
  - ii. If DISA is for a temporary disability, and the parent is still not able to work according to the 202/600, change the review date to align with the next Reach Ahead review date six months out in ACCESS.
  - iii. If DISA is for a temporary disability, and the parent **is** able to work according to the 202/600, delete the DISA panel.

B. If Reach Ahead participant is receiving Reach Ahead only, or Reach Ahead and Fuel only

- 1. If participant is automatically enrolled by ACCESS, ACCESS will set the first review date out six months
- 2. If participant is manually enrolled into Reach Ahead, the BPS should set the first review date out six months
- 3. The review notice and Reach Ahead Review/Enrollment form ([600](#)) will be mailed out by the ADPC or BGS
- 4. Follow review procedures above for Reach Ahead Reviews 2284 A.4

C. When one parent in a Reach Ahead household has a temporary DISA:

*When one parent in a 2 parent family is not able to work, the work requirement for that family is changed from 35 hours per week to 30.*

- 1. Check RA Review/Enrollment form (600) to see if parent states they are still unable to work.
  - a. If still not able to work, update DISA panel review date to align with the next RA review date
  - b. If now able to work, remove DISA panel from ACCESS